

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Proposed Revision of   Performance (Job #8813)

FROM: *9/27*  
Chief, Regulations Control Division  
5D49 Hqs.

EXTENSION

NO.

DATE

21 JUN 1979

DDA REGISTRY  
FILE: *2131*  
*2477*

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

For approval.

2.

The attached proposal, submitted by the Office of Finance, has the concurrence of all members of the Travel Policy Committee.

3.

4.

The proposal incorporates provisions of   (copy attached) approved and soon to be distributed. Further, the regulation features changes concerning Category Z transportation.

5.

6.

  will be rescinded upon publication of subject proposal.

7.

DDA Registry

A copy of a proposed companion FR revision is attached for information.

8.

RCB BU-2 Amber

9.

10.

11.

12.

13.

14.

15.

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# HQ. INSTRUCTION SHEET

| REMOVE  |           |      | INSERT    |           |      | EXPLANATION   |
|---|-----------|------|-----------|-----------|------|---|
| REG. NOS.   | PAGE NOS. | DATE | REG. NOS. | PAGE NOS. | DATE |   |
|   |           |      |           |           |      | <p>Provide standards for the scheduling and routing of allowable air fares for travel by direct route.</p> <p>Set forth a traveler's liability when, for personal reasons, travel involves an indirect route or interruption on a direct route.</p> |
|   |           |      |           |           |      | <p>Related to this change, the requirement that a Deputy Director authorize the purchase of regular commercial rate air fares has been deleted.</p>   |
| <p>Arrows in the page margin show the locations of the changes described above.</p> |           |      |           |           |      |   |

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TRAVEL

6. PERFORMANCE

→ SYNOPSIS. This regulation provides standards for scheduling, routing, and allowable fares for performance of travel by direct route and sets out the traveler's liability when, for personal reasons, travel is performed via indirect route or interrupted while on a direct route.

↳ (U)

a. NO CHANGE (U)

b. NO CHANGE (U)

→ c. Air travel will be by the most economical fares available as follows:

(1) Through fares, special fares, commutation fares, excursion, and reduced rate round-trip fares will be used for official travel by air when it can be determined prior to the start of a trip that any such type of service when available is practical and economical to the Government. Personal preferences of the traveler as to  
↳ time schedules or variations of itinerary from the

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- usually traveled route are not acceptable reasons for
- failure to use lowest cost fares available.

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d. All official travel must be by a usually traveled route, except where deviation is for reasons beyond the control of the traveler, such as security factors, illness, strikes, civil disturbances, and acts of God or where deviation for personal reasons has been

- authorized. While authorization is required (for admin-
- istrative control and security purposes;† e.g.,

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7 [ ] for travel by an indirect route or to interrupt travel by the direct route for the personal convenience of the traveler, it does not relieve the traveler of pecuniary liability for:

(1) The additional costs incurred for whatever reason (including reasons beyond the control of the traveler) that are attributable to personal convenience travel by indirect route or interruption of official travel by any route for personal reasons. ~~and~~

(2) The penalty prescribed in [ ] when either or both of the foregoing personal convenience deviations from official travel results in greater use of foreign airlines than otherwise would have been allowable.  
(U)

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e. When a traveler, for personal reasons, deviates from a usually traveled route or interrupts travel on a direct route, the constructive cost of travel by the direct route not in excess of the cost actually incurred in the travel performed will be used as the basis for reimbursement for travel as follows:

(1) If indirect travel is entirely by air, constructive cost will be computed on the basis of direct air travel, including use of American-flag air carriers as specified in

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(3) If surface travel is authorized and indirect travel is entirely by surface, constructive cost will be computed on the basis of direct surface travel, including use of American ships as specified

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(4) If indirect travel is partly by air and partly by surface (when authorized), constructive cost will be computed on the basis of direct air travel, in-

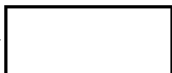
cluding use of American-flag carriers as specified in

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[ ] unless greater reimbursement would result from payment of the actual costs of the indirect surface travel accomplished. In this latter circumstance, payment may not exceed the constructive cost of direct surface travel for the entire trip.

(5) In accordance with the above alternatives, constructive cost is computed on the basis of the class of accommodations authorized for air travel or surface travel, as applicable. The constructive cost of air fare is limited to the cost of authorized air travel by the direct route as evidenced by the ticket issued to or secured by the traveler in accordance with the provisions of paragraph c(1) or the lowest cost fare otherwise known to be available to the traveler for travel by the direct route at the time travel arrangements were made.

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f. NO CHANGE (U)

g. Interruptions for the convenience of the traveler in travel by a usually travelled route will be

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charged to annual leave, compensatory time, or leave without pay, as appropriate. No per diem will be paid for such periods of leave. (U)

h. NO CHANGE (U)

i. NO CHANGE ☐

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DON I. WORTMAN  
Deputy Director  
for  
Administration

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Distribution: 0 - RCB  
1 - DDA Signature  
1 - DDA Chrono

SIGNATURE

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~~This Notice Expires 1 October 1979~~

TRAVEL

STAT

REDUCED-RATE FARES FOR TRAVEL BY AIR  
AND  
LIABILITY OF TRAVELER FOR TRAVEL BY INDIRECT ROUTE

1. This notice clarifies existing objectives of Federal and Agency travel policy to keep travel costs to a minimum. It also clarifies the traveler's liability when, for personal reasons, travel is performed via an indirect route or is interrupted on a direct route.

- a. Air travel will be performed by the most economical fares available. Through fares, special fares, commutation fares, and excursion and reduced-rate round-trip fares will be used for official travel by air when it can be determined prior to the start of a trip that any such type of service when available is practical and economical to the Government. Personal preferences of the traveler as to time schedules or variations of itinerary from the usually traveled route are not acceptable reasons for failure to use the lowest cost fares available.
- b. All official travel must be by a usually traveled route, except where deviation is for reasons beyond control of the traveler, such as security factors, illness, strikes, civil disturbances, and acts of God, or where deviation for personal reasons has been authorized. While authorization is required (for administrative control and security purposes; e.g.,  for travel by an indirect route or to interrupt travel by the direct route for the convenience of the traveler, it does not relieve the traveler of pecuniary liability for:
  - (1) The additional costs incurred for whatever reason (including reasons beyond the control of the traveler) that are attributable to personal convenience travel by an indirect route or interruption of official travel by any route for personal reasons; and
  - (2) The penalty prescribed  when either or both of the foregoing personal convenience deviations from official travel results in greater use of foreign airlines than otherwise would have been allowable.

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TRAVEL

- c. When a traveler, for personal reasons, deviates from a usually traveled route or interrupts travel on a direct route and it is necessary to compute constructive cost for use as the basis for reimbursement for the travel, the constructive cost of air fare is limited to the cost of authorized air travel by the direct route as evidenced by the ticket issued to or secured by the traveler in accordance with the provisions of paragraph 1a above, or the lowest cost fare otherwise known to be available to the traveler for travel by the direct route at the time travel arrangements were made.

2. Central Processing Branch (CPB) will continue to arrange actual travel itineraries to obtain maximum use of reduced-rate air fares within time limits, mission requirements, or other necessary constraints. Air tickets issued through CPB for travel via the authorized direct route are automatically presumed to be the lowest cost service available at the time travel arrangements were made.

3. [ ] is being revised to incorporate these provisions.

STAT

DON I. WORTMAN  
Deputy Director  
for  
Administration

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Next 6 Page(s) In Document Exempt

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